

# **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Chief**

**Date: 1995**

---

## **Purpose of Job**

The purpose of this job is to represent and to stand accountable for the Police Department's actions to those outside the Department. Duties include, but are not limited to: managing and coordinating Administrative Services Division, Criminal Investigations Division, Field Operations, Technical Services Division and Taxicabs and Vehicles for Hire Bureau so as to protect life and property by enforcing all statutes, laws, ordinances and regulations of the City and state; and directing, either personally or through subordinate supervisors, the activities of police department personnel involved in protecting life and property.

## **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

### **Work Delegation:**

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Directs, manages and administers, either personally or through subordinate supervisors, the day-to-day operations of Police Services and work of department personnel, both sworn and civilian.
- Oversees command staff to ensure efficient and cost effective operations of the department.
- Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

### **Planning and Organizing:**

- Prepares and implements a three and five year management plan compiled from project reports from all departments including crime prevention, task forces, station relocation, etc.; reviews and coordinates special programs and project development.

- Plans and schedules staff and management meetings, employee conferences, vendor meetings, etc.
- Formulates and implements policies, regulations and standard operating procedures governing activities of the department.
- Coordinates mutual police protection plans with surrounding municipalities.

**Communication:**

- Attends meetings to develop strategies on how to accomplish Police Department goals; discusses operational and inter-divisional issues, problems and coordination with inter-agency managers and supervisors.
- Meets with the Mayor, Chief Operating Officer regarding major policies affecting the administration of the department and/or with other city departments regarding major policies services or business.
- Provides information to the media, either through the Public Information Officer or personally, by making statements and conducting presentations with various community groups.
- Confers with vendors/sales representatives to receive product information and view demonstrations.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens groups, the general public, attorneys, consultants, outside agencies, employees, superiors, etc.
- Answers the telephone; provides information, advice and guidance; may direct calls to appropriate personnel; returns calls as necessary.

**Employee Development:**

- Directs the development of training programs and approves curriculum; establishes testing procedures for the testing of applicants and for promotions within the department; ensures that personnel is properly certified and that subordinates maintain certification.
- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures and protocol of the department; inspects personnel for compliance to guidelines, uniform, etc.
- Assigns tasks and projects to subordinates and monitors performance; provides technical assistance as needed.

**Administrative Duties:**

- Reviews and/or approves various reports, forms and requests, files and records including incident and grievance reports, discipline files, productivity and crime reports, proposal and training requests, payroll and personnel documents, etc.

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

**Fiscal Responsibilities:**

- Analyzes costs, reviews previous budgets and surveys buildings and equipment to estimate needs of department in preparation of the departmental budget; reviews/approves divisional budget; sets priorities and makes cuts and revisions where necessary.
- Prepares and presents the annual operating and capital budget requests to appropriate city officials; administers and monitors expenditures to ensure compliance with approved budget; participates in quarterly budget review meetings.
- Requisitions recommended equipment, materials and supplies based on budget monies available and control guidelines; reviews, signs and/or approves invoice payments.

**Quality Assurance:**

- Ensures the safety of personnel by purchasing quality equipment and having staff properly trained in the use of such equipment.
- Ensures adequate law enforcement services are provided to the City's citizens by evaluating beat configuration, by providing sworn personnel to effectively provide police services and by providing adequate civilian staff to assist citizens and officers with administrative matters.
- Ensures sufficient criminal investigative personnel is available to process cases in a timely manner.

**Problem Identification and Solution:**

- Determines the manpower needs of the department and ensures that such needs are consistently met.
- Evaluates crime prevention and security control policies by keeping abreast of new methods and conducting studies of departmental operations.

**Productivity and Accountability:**

- Designs and attends activities so as to maximize on accomplishing the Police Department's mission; makes necessary administrative decisions that affect the operations of the department.
- Establishes rules and regulations of the department, and controls and disciplines all officers and members of the department in accordance with established rules and regulations of the city and the department.
- Develops specifications for equipment utilized by the department; evaluates equipment, products and services; responsible for the purchase of such equipment upon approval.
- May assist the Criminal Investigation Division in supervising a major crime scene investigation by managing and assigning staff and by giving technical advice.
- Attends official functions, council and community meetings; makes presentations and public speeches; may represent Mayor and/or Chief Operating Officer at meetings or functions.
- Reviews vehicle maintenance reports for length of service and condition; reviews all recommended specifications for all motorized equipment purchases.

**Equipment Use and Maintenance:**

- Utilizes a computer, printer, etc., to enter, store and retrieve data, to prepare and produce reports, to compose routine correspondence, and to disseminate information to others on the system using knowledge of various software programs in an effective and efficient manner.
- Uses communications equipment including various radio and telephone devices to respond to emergencies requiring management's immediate attention.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; may use a calculator to compile and compute numbers for reports and statistics.
- May utilize and maintain weapons and equipment, including gun(s), nightstick, handcuffs, flashlight, etc., in functional and presentable conditions; performs firearm requirements at prescribed departmental levels.
- Operates a vehicle to mobilize to an incident, meeting, event, etc. which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed.

**Record Keeping and Documentation:**

- Prepares, maintains, and/or oversees the preparation of records, forms and monthly, quarterly and annual reports including budget, management plans, technical studies, training lesson plans, statistical analyses, personnel orders, etc.

- Prepares detailed technical specifications for contracts and requisitions; writes and revises standard operating procedures and directives; maintains chain of command flow charts.
- Oversees maintenance of all records of the department; may assist in preparation of sophisticated computer programs used in maintaining and retrieving data from existing criminal record files.
- Composes and prepares correspondence, letters, memoranda and other documents associated with daily routine and Police Chief duties; completes training requests.

**Interpersonal Relations:**

- Attends public functions and community affairs activities; addresses various civic groups to promote a better understanding of departmental operations.
- Networks and interacts with personnel from other agencies and public officials from other cities in an effort to exchange ideas in areas of mutual interest and to discuss emerging trends in city government and police services.
- Attends legislative sessions in order to provide technical information on criminal records from federal, state and local law enforcement agencies; serves on various boards of directors and as chairperson of various committees.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

**Marginal Job Functions**

- Performs other related duties as required.

**Knowledge of Job**

Has extensive knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has extensive knowledge of Police administration. Has extensive knowledge of human relations/personnel management, local ordinances and law enforcement and financial practices, policies and procedures as necessary in the completion of daily responsibilities. Has extensive knowledge of scientific methods of crime detection and criminal identification. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to

departmental operations and activities. Is able to effectively communicate and interact with subordinates, elected officials, media, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Some knowledge of computers. Is able to read, understand and interpret financial and management reports and related materials.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree and one year of graduate study in Business/Public Administration, Criminal Justice, Social Science or related field required, Master's degree preferred; eight years of senior supervisory experience in management and administration of police services; five years of which must have been supervisory experience in the processes of budget, personnel management, planning, and reporting;; this experience must have been gained by virtue of private or government employment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and signal to people to convey or exchange professional information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

**COLOR DISCRIMINATION:** Require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

**PHYSICAL COMMUNICATION:** Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).